



Catering Notification Application Form

City of Kansas City, Missouri
Neighborhoods and Housing Services Department
Regulated Industries Division
635 Woodland Ave., Suite 2101
Kansas City, MO 64106 (816) 513-4561

Name of event (i.e., Jones wedding reception) _____

Licensee's name _____ Applicant's name _____

Managing officer, sole owner, partner or corporate officer ONLY

Applicant's e-mail address _____ Applicant's fax number _____

Complete the following based on where the event will be held

Date(s) of event _____ Time(s) of event _____

Location _____
Street address Zip code

Names and phone numbers of two people who will be onsite managing this event

_____/_____

Property owner _____ Owner's day phone _____

Will this event be held within 100 feet of a church or school? ☐ yes ☐ no

This event will be a ☐ public event ☐ private event (invitation only) **Number of attendees expected each day** _____

Type of event or function to be catered ☐ concert ☐ reception ☐ other _____

Type of alcohol to be served ☐ full drink (see #15 on page 2) ☐ malt liquor and light wine (14 percent alcohol or less)

List all to be provided ☐ band (see #16 on page 3) ☐ DJ (see #16 on page 3) ☐ dancing (see #17 on page 3)

☐ food/mixed drinks (see #15 on page 2) ☐ tent (see #14 on page 2) ☐ street closing (see #18 on page 3)

Location of event ☐ indoors ☐ outdoors ☐ public park (see #24 on page 3) ☐ other _____

If event will be held outdoors, list the type of barricade that will be used to enclose the event ☐ plastic snow fence

☐ chain link ☐ wood barricade ☐ steel bike racks ☐ other _____

Security requirements (see #13 on page 2) security will be: ☐ armed ☐ unarmed Number of officers onsite _____

Security company _____ Phone _____

If the event will be held outdoors, list the number of porta-potties that will be onsite during the event _____

THE FOLLOWING ITEMS MUST BE SUBMITTED TO RECEIVE A STATE LETTER OF APPROVAL

☐ For outdoor events, you must apply for a "KCMO Outdoor Event Permit" and have a "PENDING" status (visit www.kceventhub.org for more information)

☐ **Letter from the property owner** approving the event and allowing the sale and consumption of alcoholic beverages

☐ **Contract between caterer and event sponsor** outlining the terms of the event

☐ **Detailed diagram** of the layout of the premises (see #12 on page two for more information)

THE FOLLOWING CONTINGENCY ITEMS MUST BE SUBMITTED TO RECEIVE A CATERING PERMIT

☐ **State Temporary Liquor Permit** (see #1 on page two for more information)

☐ **Health Permit** or temporary permit for the event site (see #15 on page two for more detailed information)

FOR AN EVENT WITHOUT A KCMO OUTDOOR EVENT PERMIT APPLICATION WITH PENDING STATUS (via kceventhub.org), AN APPLICANT MUST SUBMIT THE FOLLOWING:

☐ **Security Provider Contract** outlining the details of security to be provided during the event

☐ **Fire Department clearance** where the event will be held (see #14 on page two for more information)

☐ **Noise Permit** – outdoor events only (see #16 on page three for more information)

☐ **Dance Hall Permit** (see #17 on page three for more information)

☐ **Street Closure Permit** (see #18 on page three for more information)

☐ **Temporary Use Permit** (see #22 on page three for more information)

☐ **Certificate of occupancy or occupant load certificate** – ***ONLY if requested*** (see #20 & #21 for information)

☐ **Parks & Recreation Approval Letter** allowing park access (see #24 on page three for more information)

I agree to permit entry to any officer or investigator who may have legal authority for the purpose of inspection or search. I further agree to comply with the ordinances of the City of Kansas City, Mo., and the laws of the State of Missouri.

I, _____, do swear that the information given in this application is true and correct to the best of my knowledge and belief.

Signature of Managing officer, sole owner, partner or corporate officer

Date

----- **FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE** -----

Application: ☐ approved ☐ disapproved _____ Date _____
Regulated Industries Division Manager/Designee signature

Permit: ☐ issued ☐ not issued _____ Date _____
Regulated Industries Division Manager/Designee signature

State reason if permit not issued: _____

Requirements & policies governing catered events

1. **State License** – You must make application for and receive a catering (liquor license) from the State of Missouri Division of Alcohol & Tobacco Control prior to the issuance of the catering permit from Regulated Industries Division. **State of Missouri Division of Alcohol & Tobacco Control: 573-751-2333 or 573-751-2964**
2. No catering permit will be issued for any premise that has applied for a permanent liquor license and has failed to obtain that license with the exception of a private event such as a wedding or non-profit event. **Sec 10-105(b)(5)**
3. No catering permit will be issued for any non-licensed premise when it has been determined that the intent is to operate as a venue holding a permanent liquor license. **Sec 10-105(b)(6)**
4. During the sale of an existing license, a maximum of four catering permits may be issued. **Sec 10-105(a)(7)**
5. An application for a catering permit may be denied by the department director. **Sec 10-105(b)(11)**
6. A catering permit shall only authorize the sale of the same type of alcohol during the same hours as specified on the Licensee's current liquor license. **Sec 10-105(b)(3)**
7. Applications must be filed with the Regulated Industries Division no less than five days prior to the scheduled event. An approval letter along with the City permit will then be issued. The approval letter must accompany the required application filed with the State of Missouri. The State will issue a receipt or license for the event. It is mandatory that both City and State licenses are available for display upon the request of any law enforcement officer and/or Investigator designated by the department director for any catered event. **Sec 10-105(a)(2)**
8. No catering permit will be issued for any non-licensed premise that has made application for a liquor license and is currently in the consent process. **Sec 10-105(b)(7)**
9. Catering permits shall be effective for a period not to exceed 120 consecutive hours. **Sec 10-105(c)(1)**
10. Any violation of the provisions set forth in Chapter 10 of the ordinances of the City of Kansas City, Mo., by a person holding a catering permit, or his employee, agent or servant, while operating under a catering permit which occurs on the premises being catered, shall cause the permit holder and his employee, agent or servant to be subject to administrative action by the director. **Sec 10-105(e)**
11. **Barriers** – A description must be included that describes the type(s) of barrier(s) that will be used to close the street that will prevent alcoholic beverages from leaving the controlled area. **Sec 10-105(a)(5)**
12. **Diagram** – Provide a diagram of the proposed site and include all points of service where the distribution/sale of alcohol will take place. If the event is to be held outside, the diagram must show how the alcohol will be contained. The diagram must show all of the outdoor seating, location of all porta-potties, location of the traffic barriers, where security will be located, and a measurement of the entire outside perimeter of the event. **Sec 10-105(a)(5)**
13. **Security** – An indication of what security measures will be taken for crowd control must be submitted. Include the number of employees and the number of security officers that will supervise the event. For every 100 people projected to be at the event, two security officers or police officers may be required. **Sec 10-105(a)(3)(e)**
14. **Fire Permit/Place of Assembly Permit** – A copy of the Fire Permit (indoor event) or Place of Assembly Permit (outdoor event if a tent is used) from the City of Kansas City, Mo., Fire Marshal's Office, 635 Woodland Ave, (816) 784-9100. **Sec 10-105(a)(3)(c)**
15. **Health Permit** – A copy of the health permit, catering permit or temporary event permit for the premise where the event will take place. Health Department, 2400 Troost Ave., (816) 513-6247. **Sec 10-105(a)(3)(c)**. A health permit is required under the following circumstances:
 - a. If the premise has a health permit and food will be cooked in the kitchen but will be brought outside to be served to guests by setting up equipment (coolers, chafing dishes, hotboxes) to hot/cold hold and dispense, portion, or serve food *outside* the permitted facility.

- b. If the premise has a health permit but the food is cooked and served outside, a temporary event permit is required to cook and/or prepare the food outside of the permitted facility.
 - c. If an existing restaurant-bar is catering alcohol onto an unlicensed premise where mixed drinks or wine will be served, a catering permit or temporary event permit is required depending on the type of event.
 - d. If an existing restaurant-bar is catering alcohol & food onto an unlicensed premise, their existing health permit will not cover the event as they will need to apply for either a catering permit or temporary event permit depending on the type of event.
- 16. Noise Permit** – Outdoor Events – If a band, DJ or other amplified sound will be taking place on the premise, a noise permit will be required from the City of Kansas City, Mo., Health Department located at 2400 Troost Ave., (816) 513-6247. **Sec 10-105(a)(3)(c)**
- 17. Dance Hall Permit** – If there will be dancing at the event, a Dance Hall Permit must be obtained from the Regulated Industries Division (\$15 per day). **Sec 10-105(a)(6)**
- 18. Street Closure** – If a public street will be blocked off for the event, a permit for a street closure must be obtained from the City of Kansas City, Mo., Public Works Department. **Sec 10-105(a)(3)(i)**
- 19. Employee Liquor Permits** – Anyone who will be acting in the capacity of a bar manager, bartender, waiter, waitress, cashier, sales clerk, stock person or doorman, or other person responsible for checking identification cards to determine age must have in their possession at all times a liquor permit at all times. **Sec 10-105(b)(2)**
- 20. Certificate of Occupancy** – A copy of the certificate of occupancy for the premises hosting the may be needed. City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500, Option 4. **Sec. 10-241(c)(1)&(d)**
- 21. Occupant load certificate** - A copy of the occupant load certificate which states the interior occupant capacity of the premise may be needed. City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500, Option 4. **Sec. 10-241(c)(1)&(d)**
- 22. Temporary Use Permit** – Before submitting an application, contact the City Planning and Development Department to receive a **Temporary Use Permit** to operate at your proposed location as this is a requirement for all outdoor concerts, festivals, carnivals, street fairs & rodeos – **City Planning and Development Department** in City Hall, 414 E. 12th St., (816) 513-1500
- 23. Alcohol must be served in plastic containers. Glass is NOT permitted.** **Sec 10-105(b)(4)**
- 24. If the event is to be held in a public park, you will need to receive authorization from the Board of Parks and Recreation Commissioners – 4600 E 63rd Street, (816) 513-7500**
- 25. As required by section 34-369 of the Code of Ordinances of the City of Kansas City, Missouri, all medical staff are required to have current issued city clinical privileges from the Office of the EMS Medical Director. For more information, call (816) 513-6262 or visit them at 2400 Troost Ave., Suite 4200, KCMO 64108, located within the KCMO Public Health Department.**
- 26. If the application is denied, an application to protest the denial may be submitted to the Regulated Industries Division as referred to in Chapter 10 of the ordinances. Sec 10-105(f)**

Section 10-105. (a) General Requirements for temporary and annual catering permits

Qualifications

1. Only a liquor-by-the-drink licensee is eligible to receive a catering permit and they must be in good standing with the city which is defined by not having liquor code violations throughout a two-year period from the date of application.

Section 10-105. (b) Temporary catering permits

Qualifications

1. **Property Owner's Approval** - There must be a letter from the property owner stating his approval which must include where the event is to be held and the starting and ending times for the event(s).
2. **Contract** - There must be a contract between the caterer and the organization sponsoring the event.
3. **Diagram of the Premises** - There must be a diagram of the premises which must also include a diagram of the areas where the alcohol will be sold and consumed. If the event is to be held outside, the diagram should show how the alcohol will be contained (a description of the barriers used to close the street) in the approved area and where security will be posted. If there will be any outdoors seating, show where it will be located on the diagram and include a measurement of the entire outside perimeter of the event.
4. **Temporary Catering Permit Fee** – Check made payable to the City Treasurer for \$15 per day of the event.

Section 10-105(c). Annual catering permit – allows a retail sales-by-drink licensee to hold an unlimited number of catering events.

Specific Qualifications

1. The caterer shall report the location of each function five business days in advance of the scheduled event. Reports shall include:
 - Permission from the property owner
 - Permission from the State Missouri
 - The contract between the caterer and the organizations sponsoring the event.
 - A diagram of the premises
 - The date or dates and times of the event(s) held
2. The caterer must have been in business for two or more continuous years from the date of application. The caterer must be in "Good Standing" with the City of Kansas City, Mo., and have no liquor code violations within the last two years from the date of application.